

The Donahue Rowing Center is a SMOKE-FREE recreational facility.

DONAHUE ROWING CENTER, TOWN OF SHREWSBURY

Application For Use of the Quarterdeck Club Room

Please Print

Full Name of Requesting Person or Organization					
Address				Telephone	
Contact person		Address (if different from above)		Telephone	
Date Desired day of week month / day / year		Time in am pm	Time Out am pm	# of people	# under 18
Will arrive for setup** am pm		Type of Activity Planned			

****Entry for set-up half-hour prior to event is standard. Other arrangements require permission and additional charges.**

Please indicate what you will be setting up..... Number of 6' tables: _____ Other: _____	
Food service by: _____ Caterer: _____ Address _____ Barbeque Describe: _____ Other: _____	
If requesting permission to serve alcohol, please indicate: Hours of service: _____ From _____ To _____ Who will serve?: _____ See other side for regulations regarding licensing and insurance requirements.	
Entertainment Planned (Please describe, if any)	
Activities planned, if any Water activities are strictly prohibited.	
APPLICANT STATEMENT: "In consideration of the acceptance of my request, as detailed above, for the use of the Donahue Rowing Center Quarterdeck club room and such related facilities as may be utilized by me or my guests, I accept full responsibility for any costs or liabilities arising directly or indirectly from this usage, and hereby fully indemnify and release the Town of Shrewsbury, its officers and agents from liability in this regard. I agree to arrange and pay for security and other personnel as may be required by the Town of Shrewsbury, and to make full restitution for any property loss or damage. If applicant is an organization, I state that I am authorized to make these commitments on its behalf. I understand that the Town of Shrewsbury reserves the right to stipulate additional supervision and other requirements after a review of arrangements. "	
Date: _____ By: _____	

NOTE: Room rental fee is due with application. Make check to "TOWN OF SHREWSBURY"

For Office use:

Entered by _____ Date _____ Fee paid \$ _____ Date _____

SEE OTHER SIDE FOR INSTRUCTIONS>>>>

QUARTER DECK CLUB ROOM PROCEDURES AND RULES

- Standard rental for the club house is \$70.00 per hour. In addition a \$50.00 clean up, late fee, damage deposit will be required at the time of booking. This must be by a separate check. Check will be returned after rental if property and equipment is put back, room is cleaned, and renter leaves on time. All rentals require a three hour minimum.
- Club house dates are booked on a first come basis, no more than 6 months in advance, and in consideration of other activities that may be scheduled on the property on the date requested.
- Complete the application and return it with appropriate rental fee and deposit to Parks and Recreation Office, at which time your event will be booked. Reservation will not be accepted over the phone, nor will dates be reserved without payment.
- Unless you have requested and we have agreed to special services and staff for your event you should expect they will not be provided. Renter agrees to set up and take down of chairs and tables and clean up of facility. It is your responsibility to empty trash into dumpsters at end of your function, which is at the far end of the parking lot behind the other building.

IMPORTANT RULES

- **SMOKING IS PROHIBITED** on the premises, both indoors and outdoors.
- **PARKING** for your group is available in the paved lot behind the boat bays (North Quinsigamond side) and the upper gravel parking lot. The lower paved parking lot is for service vehicles only. Over-flow parking in the adjacent boat ramp is restricted and available only by prior arrangements.
- **DECORATIONS** are allowed only on the tables, not the windows, walls, doors, etc. Use of helium balloons is also prohibited. Outdoor **BARBQUING** is by prior permission only, and grills may not be placed on the deck or the pavement near a building.
- **WATER ACTIVITIES** are prohibited, no swimming or tubing etc. Use of water crafts is also prohibited and are not allowed to be secured at the docks.

PROCEDURE FOR GROUPS WISHING TO SERVE ALCOHOL

Your DRC use application must be approved before you may apply for your alcohol license.

1) Before apply to the Board of Selectman for your one-day license, you may obtain and submit to the Parks & Recreation office a certificate verifying JUA Liquor Liability insurance coverage in the amount of \$500,000. and name the Town of Shrewsbury as an additional insured party. (Your caterer, of any, may be able to provide you with the required insurance coverage and certificate.)

2) Next, contact the Selectman's office at the Shrewsbury Town Hall, regarding the procedure for obtaining a beer/wine or liquor license. This requires a hearing by the board of Selectman at their regular meeting.

Important: Alcohol served at the Donahue Rowing Center is to be confined to the club room and covered porch area only. No alcohol is permitted in any other part of the club house nor on the grounds. A group with a beer and wine license shall neither cause nor permit hard liquor to be brought onto the premises. If these stipulations are not strictly followed, applicants risks immediate revocation of permission to serve alcohol and may lose rental privileges for the future.

Please sign here that you understand and agree to follow all rules as stated above. You will receive copy of these rules for your reference with your approved permit.

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Date:

Signature: